

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## Application Requirements for Short Subdivisions

Updated July 31, 2006

A short subdivision or short plat is the division of land into two to nine lots (see Chapter 23.24 of the Seattle Municipal Code).

The Director of the Department of Planning and Development (DPD) administers short plat applications and processes them under the Master Use Permit system, which provides opportunity for public comment and appeal. Other Master Use components, such as environmental review (SEPA) and/or variances, may be associated with a short plat application as well.

A survey must be prepared by or under the supervision of a Washington state licensed land surveyor who certifies on the plat that it is a true and correct representation of the lands actually surveyed. The completed stamped survey must be provided at application (see attached sample template).

### Application Instructions

1. For assistance with fees and procedural requirements related to your application, contact staff at the DPD Public Resource Center (PRC), located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave., (206) 684-8467.
2. Prior to appointment (if using appointment system) In order to schedule an intake appointment you must have a project number generated either by calling (206) 684-8850 or by requesting one in person at the Applicant Services Center (ASC), on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. A pre-application site visit request form will need to be completed, fee paid, and report received from inspector prior to scheduling the intake appointment. (Pre-site is not required for unit lot subdivisions.)

If you are a Consistently Prepared Applicant (see CAM 121, *Criteria for Consistently Prepared Applicant (CPA) Submittals*) with 80% or better standing, you are eligible to use the drop-off submittal process for your application. The Preliminary Application (PA) and pre-application site visit request form (except for unit lot subdivisions) must be submitted and completed prior to dropping off application.

3. Submitting an Application:  
Short plat applications are filed with DPD by a scheduled appointment with a land use planner at the ASC by calling (206) 684-8850, or by a visit to the ASC.
4. Your surveyor should use the attached short plat template format as an example for the survey. The surveyor may wish to download this attachment in AUTOCAD format, available alongside this CAM at [www.seattle.gov/dpd/CAMs](http://www.seattle.gov/dpd/CAMs).
5. The survey shall include: a surveyed plat, legal descriptions, owner's name(s), and contact person. The surveyed plat should accurately show the existing structures, eaves, fences, accessory structures, easements and other site improvements to illustrate that the proposed new parcels will meet all required development standards. Please use the attached checklist and sample as guides in accurately completing the survey.
6. Fees are collected at the time of application and are charged in accordance with the fee schedule established annually by the City Council in the Permit Fee Ordinance. Once analysis or research begins on an application, none of the fee is refundable. Depending on the scope of the proposal, additional fees may be required if other Master Use components such as SEPA or a variance are involved. Questions about fees should be directed to a land use planner at the ASC. King County recording fees are also required at intake, but are refundable if project is not approved.
7. If the proposed short plat is located within an Environmentally Critical Area, additional submittal information will be required, including SEPA review



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(five copies of the SEPA checklist), a topographic survey, as defined in CAM 103B, *Environmentally Critical Area Site Plan Requirements*, and three copies of a geo-technical report, as specified in the Regulations for Environmentally Critical Areas, Section 25.09.060. Short Plats in riparian corridor buffers, wetlands, wetland buffers and steep slopes (40%) have specific requirements for building sites, access and development credit for lot area as defined in 25.09.240.

8. If all the information required to be shown (lot lines, structures, distance of structure to lot lines, topographic lines, utilities, etc.) cannot be clearly read, information may be separated into two or more site plans. Provide a total of eight sets of site plans in conformance with CAM 103, *Site Plan Requirements*, and CAM 106, *General Standards for Plans and Drawings*.
9. Prepare eight copies of the survey for application. The document is not required to be notarized for application intake. The application must be signed by an authorized applicant.
10. If the application is for a unit lot subdivision, a building permit application must be submitted prior to acceptance of the unit lot subdivision application. Please include a copy of the building plans with the unit lot subdivision application.

## Review Process

When a project number is assigned and after the short plat application is accepted, a land use sign will be installed on the property by DPD. Once DPD has determined that the application is complete (which may take up to 28 days), a notice of application is published in the Land Use Information Bulletin (available online at [www.seattle.gov/dpd/notices](http://www.seattle.gov/dpd/notices)) within 14 days of a complete application. A 300 foot Mailed Notice will also be prepared and sent by DPD.

A comment period of 14 days begins on the date of the notice. DPD may extend this comment period an additional 14 days after receiving a written request made on or before the last day of the initial 14-day comment period.

The application is distributed internally and to Seattle Public Utilities, the Fire Department and City Light for comment.

When reviewing the application, DPD will use the following criteria to determine whether to grant, condition or deny a short plat:

1. Conformance to the applicable land use policies and Land Use Code provisions.
2. Adequacy of access for vehicles, utilities and fire protection as provided in SMC 23.53.005.
3. Adequacy of drainage, water supply and sanitary sewage disposal.
4. Whether the public use and interests are served by permitting the proposed division of land.
5. Conformance to the applicable provisions of SMC Section 25.09.240, Short subdivisions and subdivisions, in environmentally critical areas.
6. Designed to maximize the retention of existing trees.
7. Conformance to the provisions of Section 23.24.045, Unit lot subdivision, when the short subdivision is for the purpose of creating separate lots of record for the construction and/or transfer of title of townhouses, cottage housing, clustered housing, or single-family housing.

## Approval Process

If the proposed short subdivision meets the criteria mentioned above, the application will be approved with conditions which must be recorded with the plat. DPD will publish the decision and notify those who had requested copies of the decision. Any person aggrieved by DPD's decision may appeal in writing to the City Hearing Examiner, 40th floor, Seattle Municipal Tower, within 14 days following the date of publication of the decision. The appeal must state the explicit exceptions and objections to the department's decision. A filing fee of \$50.00 must accompany the appeal. Contact the Office of the Hearing Examiner at (206) 684-0521 for further details of the appeal procedure.

The Hearing Examiner will conduct a public hearing on the appeal and may affirm, modify or reverse DPD's decision or may remand the application for reconsideration. Notice of the hearing will be given at least 20 days prior to the hearing scheduled date.

## Recording and Permit Issuance

A letter outlining the recording process will be sent to the designated contact person with a copy of the Director's decision. After the two-week appeal period is over and no appeal is filed or the appeal is resolved, the applicant is required to submit mylar signed by all owners and notarized and three prints of the short plat to the DPD Plans Routing desk on the 21st floor of Seattle Municipal Tower, 700 Fifth Ave. The mylar

and prints must be signed by the surveyor and clearly show corrections and conditions of approval. DPD will record the short plat with King County Division of Records and Elections and file it with the King County Assessor's office.

Once any remaining conditions are satisfied, the short plat permit may be issued. A short plat permit must be issued before a final inspection can be requested to authorize occupation of structures on any of the new lots.

## Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)**, **Director's Rules** and **Forms** are available on the "Publications" page of our website at [www.seattle.gov/dpd/publications](http://www.seattle.gov/dpd/publications). Paper copies of these documents, as well as additional regulations mentioned in this CAM, are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.

## Department of Planning and Development

# Checklist for Short Plat Application Intake

Applicant/Surveyor,

Please use the following checklist for your short plat application. Items numbered (1) through (9) are keyed to the attached sample. Note: This list may not include everything required in a particular case. The attached sample must be modified as necessary to show all conditions of plat approval.

(1) SHORT SUBDIVISION NO.

The Land Use Planner will generate this number at your application appointment.

(2) GRANTOR & GRANTEE (if applicable)

Grantor: List all of the owners of the properties to be subdivided. Grantee: City of Seattle, King County, Washington or other partner

(3) CONTACT PERSON

List the person who will be DPD's contact for corrections and correspondence. Provide a mailing address and a telephone number.

(4) ABBREVIATED LEGAL DESCRIPTION

Insert the short legal description using either Lots, Block, Subdivision, Vol. and Page or Section, Township and Range.

(5) ASSESSORS PROPERTY TAX PARCEL NUMBER (ACCOUNT NO.)

Provide the 10 or 12 digit code(s) that identifies the property to be subdivided.

(6) SCALED DRAWING (SURVEY) OF THE SITE(S) TO BE SHORT PLATTED

Use standard cartographic practice. All line lengths should be to scale and dimensioned. Use pen weight and/or lettering style for clear differentiation of lines. The plat survey must include:

\_\_\_ North arrow and references

\_\_\_ Scale notation (e.g., 1" = 50') and bar scale (see sample)

\_\_\_ Existing lot lines (lighter pen weight, dashed)

\_\_\_ Proposed lot lines (heavier pen weight, solid)

\_\_\_ Bearings (if metes and bounds) and distances of lot lines

\_\_\_ Width of rights-of-way and condition (paved, curb/gutter/sidewalk) of any abutting street/alley and/or easements; if the right-of-way is not improved with a hard surface, show proposed improvements to nearest street within 100 feet of property meeting this requirement)

\_\_\_ Lots identified (using Parcel A, Parcel B, etc.)

\_\_\_ Area in square feet of each parcel

\_\_\_ Relationship of property to established street monuments

\_\_\_ Dimensions of existing/proposed easements/turnaround (use lighter pen weight and different lettering)

\_\_\_ Dimensions and location of existing/proposed driveways, curb cuts, turnarounds and off-street parking

\_\_\_ Dimensions of all structures and distances to the property lines

- ☐ Dimensions of eaves and other architectural features
- ☐ Indicate proposed removal of structures
- ☐ Grading plans if existing/proposed vehicle access to lots exceeds 20% grade
- ☐ Addresses of existing structures
- ☐ Location of water and sewer lines in the street rights-of-way on property
- ☐ Location, size and species (common name) of all trees at least 6 inches in diameter, measured 4-1/2 feet above ground
- ☐ For a unit lot subdivision, provide a copy of the building plans already submitted and show designated open space (size, dimensions, location)
- ☐ For a unit lot subdivision, notation as required by SMC 23.24.045F.

(7) LEGAL DESCRIPTIONS

Provide full legal descriptions of existing parcels. Provide full legal descriptions of each new lot. Identify lots by letters (A, B, C, etc.) If this short plat subdivides a parcel of a previous short plat or lot boundary adjustment (LBA) , provide the complete legal description of the original parcel with a reference to the short plat or LBA parcel (AKA Parcel C of Short Subdivision #890-----, recorded under K.C. Recording #89XXXX.) Also include recorded easements as part of the legal description.

(8) SURVEYOR'S CERTIFICATE

The surveyor will complete these two boxes with date, certificate number, signature, and surveyor stamp/ address.

(9) REFERENCE BOX

Complete the appropriate items in the box.

(10) EVIDENCE OF OWNERSHIP OR AUTHORIZATION FROM THE PROPERTY OWNER TO APPLY

If owner's agent, provide a written authorization from the owner to allow the agent to act as representative to apply for this project action.

(11) A SIGNED STATEMENT OF FINANCIAL RESPONSIBILITY BY THE APPLICANT AND/OR OWNER (See DPD Director's Rule 5-2003)

(12) IF THE SITE IS WITHIN AN ENVIRONMENTALLY CRITICAL AREA

If the site is within a known slide area, steep slope, a riparian corridor buffer, a wetland or a wetland buffer, provide a topographic survey that complies with code requirements, as summarized in CAM 103B, three copies of a geotechnical (soils) report, and five copies of a completed, signed environmental checklist (SEPA). In addition, show how each of the proposed lots meets minimum requirements in the above ECA areas (see SMC 25.09.240).

If the site is in a potential slide area or a known slide area, provide the above topographical survey and soil reports.

(13) SMC 23.44.10(B)(3) [the "75-80 Rule"]

If any of the proposed parcels are smaller than the minimum lot size for the single family zone, and you intend to rely on the "75-80 Rule" (the proposed lots would each be 75% of the minimum lot size of the Single Family Zone and would also be 80% of the average of the area of the lots on the same block face), then a copy of the King County Assessor's map and your calculations to prove that the lots meet the standards will be necessary.

(14) SHORT PLAT WAIVER FORM



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